

# FY2007 AEA Juvenile Home Program Claim Instructions Non-Fiscal Data Collection (AEAs Only)

**Due August 1, 2007**

## Overview

### Questions

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### General Information

- All AEAs that file the juvenile home program claim will do so electronically on the secure data collection web site.
- Be sure that all errors noted in your software edit program and on the checklist in these instructions have been corrected prior to certifying the claim.
- Cell references are read as: Part number, Row number, Column number. XXXXXX
- Round all entries to the nearest whole number unless specific row instructions state otherwise. Any value of .50 and above is rounded up, and any value below .50 is rounded down.
- Report actual numbers; do not estimate, allocate, or prorate.
- Financial activity is included in the fiscal CAR, which has separate forms and instructions.

## Instructions for Navigating the Data Collection Web site

### Location

<http://www.edinfo.state.ia.us>

### Start Up Screen

- USER ID is the AEA's four-digit district number.
- PASSWORD is the same as the password assigned to the AEA for the BEDS web site.
- Click on the **submit button** to go to the next screen.

### Application Menu Screen

- Click on the gray bar for **Juvenile Home Program Claim** to enter into that claim form section of this web site.
- Click on the gray bar **Exit** to leave this screen and return to the start up screen.

### Help

- A **Help Button** is available for information on navigating the web and for instructions to forms.

### Go vs. Update

- It is important to remember that the **Go** and **Update** buttons have very different functions. Go is used only to navigate from one form to another. **Go does not save any changes you may have made on the screen.** **Update** checks the data to make sure it is valid and saves the valid data to the Department of Education database.

### Back and Forward Buttons

- After correctly entering your login and password and in the data collection web site, **do not use the back and forward buttons on your browser.** Using the back and forward buttons on the browser will cause the form indicated in the menu bar to not match the actual form shown on the page. If the back or forward buttons are used and the **Update** button is clicked, the **Update** will fail because the form menu and form itself do not match. Clicking the **Go** button will reset the form and updating will be allowed.

### Time Out

- The Department of Education data collection web site is designed to time out a user who has been inactive on the site for thirty minutes. Inactive means no menus have been changed or the **Update** or **Go** buttons have not been clicked. This is necessary due to the amount of traffic on the web site and the amount of server resources allocated to inactive users. **After entering information, be sure to click Update right away!** Any information that has not been successfully updated will be lost if the user is timed out from the server.

### Red Boxes

- Once data have been entered and the **Update** button has been clicked, the information is checked and validated by built-in edits. If there is a problem with any of the data, the same page will be returned with the problem areas highlighted in red. **Problem areas highlighted in red must be corrected before any information on the page will be saved.**

### Certifying

- After all entries have been reviewed for completeness and accuracy, including contact information, submit the **Juvenile Home Program Claim** by clicking on the **Certify button**. Clicking the **Certify button** on the web based data collection signifies signing the certification form and no further paperwork is necessary. The AEA will not be given credit for having completed its claim until the information has been certified. Once the data have been certified, data can no longer be changed. Data will, however, still be browsable. Certify no later than the due date, which is August 1.

## Instructions for Completing the Juvenile Home Program Claim Form

Completing and submitting this form constitutes filing and certifying a claim with the State of Iowa.

### Add Button

The web-based data collection form has a separate add screen to input juvenile home facility information. Click the **Add** button to go to the input screen.

### Input (Add) Screen

- On the add screen, input the facility's district number or select from the name query. The facility's district number is an 8-digit number beginning with the 4-digit district number of the school district in which the facility is located. If a facility needs to be added or deleted, contact Denise Ragias to notify data processing.
- Enter the FTE of teachers the AEA provides for that facility. Do not include any teachers whose costs are billed by you to the districts of residence for students served pursuant to an IEP. In determining FTE, utilize an eight-hour day, forty-hour week. If an employee is full-time, utilize a 1.0 for the FTE. If the employee is less than full-time, utilize a decimal to the nearest hundredth (2 decimal places) to represent the employee's FTE. For example, a teacher who works 3 days a week, 24 hours out of 40 hours, would be represented as a 0.60 FTE. Do not add additional FTE for summer session.
- Enter the FTE of aides the AEA provides for that facility. Do not include any aides whose costs are billed by you to the districts of residence of students served pursuant to an IEP. Determine FTE in the same way described for teachers above. Do not add additional FTE for summer session.
- Enter the Average Daily Membership (ADM) of students who meet all of the following criteria: Of school age, Iowa resident, has not received a high school diploma or its equivalent (GED), is enrolled in the AEA's instructional program, and is living in a juvenile home facility located within the AEA. Out-of-state students and students served pursuant to an IEP would be billed to their districts of residence. Do not include the ADM of students for whom the AEA is paid tuition. Round to the nearest hundredth (2 decimal places). Give the ADM for each juvenile home. Calculate ADM for the regular school year without summer session. Average daily membership (ADM) means the average obtained by dividing the aggregate days of attendance for the school year plus the aggregate days of absence by the total number of student contact days (generally 180 days). Student contact days are the days during which the educational program is provided and students are under the guidance and instruction of the instructional professional staff. A student is considered in membership from the date of enrollment in the instructional program until the date of leaving the juvenile home, withdrawing from the educational program, or receiving a high school diploma or its equivalent (GED), whichever occurs first. School age is defined pursuant to Iowa Code chapter 282 as a person between five and twenty-one years of age on September 15 of the school year. Children in pre-kindergarten must be served pursuant to an IEP and therefore would be billed to the resident district and not included in this ADM calculation.
- Enter the number of continuing classrooms. A continuing classroom is one that was approved at time of budget, and the classroom was in the prior year's budget and claim. A regular year classroom is a 1.0 classroom if the classes are held for a 9-month period, September through May, and taught on a daily, full-time basis. A summer school classroom is counted as .1 for each month of summer school; therefore, a 6-week summer session would be counted as 0.15. Summer session includes the session on or after July 1 and starting after the regular year program, approximately June 1 through June 30. A full school year plus a full summer school session classroom is a maximum of 1.3 FTE.
- Enter the number of new classrooms. A new classroom is one that was approved at time of budget or budget amendment, and the classroom was not in the prior year's budget or claim. Typically, a new classroom results from the expansion of a home, or the opening of a new home.

### To Abort

- To abort the adding of this facility, click the **Abandon Add** button. This will return the form screen.

### To Save

- If the information is correct, click the **Save** button. This will return the form screen.

Toggle between the forms using the **Add** button and **Save** button until the information is entered on each facility located within the AEA.

With each save, the form screen will display the following information:

**Column 1**, Facility name and number.

**Column 2**, Shelter or detention descriptor.

**Column 3**, Number of teachers.

**Column 4**, Number of Aides.

**Column 5**, Average Daily Member.

**Column 6**, Continuing Classroom FTE.

**Column 7**, New Classroom FTE.

## Final Steps

This completes the instructions for completing the claim form. AEAs take the following steps after completing the claim form:

- Enter the contact information on the form.
- Compare the current year's submission with similar data for the previous year. Large differences may indicate an error. Provide a written explanation by email for unusual changes in items.
- Note the due date and submit on or before that date.
- Have an independent person review the claim. This review includes comparing the entries to the original documents, determining that all instructions and DE regulations have been followed, and that the entire document passes the edit checklist review. The checklist has been designed to identify potential problems in theory and mechanics. If an independent person is not available, then the data provider may conduct the review.
- Submit the claim electronically via the Internet.

## Edit Checklist

Use this checklist to detect and correct all errors or to explain edits prior to submission of the claims. The checklist should be completed by an independent reviewer. Retain this completed and signed checklist in the AEA records to be provided to the independent auditor and to submit to the Department of Education if requested.

### General:

- \_\_\_\_\_ The claim has been filed electronically.
- \_\_\_\_\_ All entries are actual entries; none have been estimated, allocated, or prorated.
- \_\_\_\_\_ All questions from the Department of Education staff have been responded to no later than the following day.

### Juvenile Home Program Claim

- \_\_\_\_\_ This part was completed by the AEA if it has a juvenile home program.
- \_\_\_\_\_ No entries are negative.
- \_\_\_\_\_ Completing and submitting this form constitutes filing a claim.
- \_\_\_\_\_ The facility's district number in column 2 is the 4-digit district number of the school district in which the facility is located.
- \_\_\_\_\_ Each facility has been entered separately.
- \_\_\_\_\_ Number of teachers/aides have been rounded to the nearest hundredth (2 decimal places) to represent the employee's FTE.
- \_\_\_\_\_ The Average Daily Membership (ADM) has been rounded to the nearest hundredth (2 decimal places).
- \_\_\_\_\_ The ADM for each juvenile home has been listed
- \_\_\_\_\_ The ADM for the regular school year has been calculated without summer session.
- \_\_\_\_\_ The number of continuing classrooms has been entered.
- \_\_\_\_\_ The number of new classrooms has been entered.
- \_\_\_\_\_ All information requested was completed so that the AEA and contact person can be identified.
- \_\_\_\_\_ No paperwork has been submitted that was not requested or required for the completion of the claim.
- \_\_\_\_\_ Backup documentation is available and will be given to the auditor.

## State Response

AEAs are responsible for timeliness and data quality and for responding to questions raised by the Department of Education staff or the auditors. Personnel at the Iowa Department of Education perform edit procedures on each claim to check for internal and longitudinal consistency. Questionable entries may be referred to the AEA for verification or correction before finalizing payments.

### Audit Review

Federal and State Law requires the CAR to be audited so CARs are audited during the annual audit by an independent or state auditor. The auditor includes in the audit comments information regarding the accuracy and timeliness of the filing. Claims are part of the CAR for audit purposes.

### Record Retention

The claim submitted and supporting worksheets should be retained for at least five years after approved in the audit.